

## **INTERN**

### **DISTINGUISHING FEATURES**

The fundamental reason the Intern exists is to provide professional level staff assistance in the areas of research and analysis, procedural studies, and technical planning for a variety of general administrative or specialized technical projects in support of the objectives of the department to which assigned. Duties are appropriate to an area of competence suitable to the department concerned. The Intern is supervised by an experienced professional staff member; the degree of supervision varies with the complexity of work assignments and the experience of the Intern.

### **ESSENTIAL FUNCTIONS**

Note: Tasks will vary based on assignment.

Communicates with the general public, other City employees, management, and public officials in order to research administrative or operational problem areas, conduct surveys, and report recommendations and results.

Analyzes procedures, drafts studies, reports, and/or manuals to report findings and propose solutions to administrative problems, or make recommendations for improvement.

Gives staff assistance to various departments and divisions of the City government.

Designs and revises forms for records and reports.

Attends related training sessions, various administrative meetings, citizens committees, and citizen boards and commissions, as directed.

Collects, assembles, and analyzes data to assist in resolving procedural, operational, and other work-related problems.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

The principles and practices of public or business administration or management  
The principles, methods, and practices of municipal finance, budgeting, and accounting  
Research techniques, methods, and procedures  
Office management principles, practices, and equipment  
The structure and dynamics of municipal government  
The area of expertise for the department to which the employee is assigned

##### Ability to:

Plan, organize and coordinate administrative operations  
Communicate effectively both in writing and verbally  
Work without constant supervision  
Establish and maintain tactful and effective working relationships with employees and the public  
Apply equipment and resources to prepare and present reports, information and/or training materials

#### **Education & Experience**

Must be currently enrolled in at least a Bachelor's degree level program and have completed at least two years of college level study in the field related to the department in which assigned.

FLSA Status: Non-exempt

HR Ordinance Status: Classified

